

# Project Extension Request

Date: [Insert Date]

To: [Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an extension for the [Project Name] project originally scheduled for completion on [Original Completion Date]. Due to unforeseen circumstances surrounding the unavailability of our designated subcontractor, [Subcontractor Name], we are unable to meet the original timeline.

Our subcontractor has encountered [briefly explain reason for unavailability, e.g., "unexpected labor shortages due to industry-wide delays"], which have significantly impacted our progress. We have taken proactive measures to mitigate the delay by exploring alternative options; however, the current situation requires that we extend our project deadline.

To ensure the highest quality of work and completion of the project, we respectfully request an extension of [Number of Weeks/Days] to the project timeline. The new proposed completion date would be [New Completion Date].

We appreciate your understanding and support in this matter. We are committed to maintaining transparent communication throughout the extension process and will keep you updated on any further developments.

Thank you for considering our request. Please feel free to reach out if you need any additional information or wish to discuss this matter further.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]